



Marriage Leave Procedure

1. Purpose

- 1.1 This procedure specifies the arrangements in place at the University of Limerick for the administration and monitoring of the University's Marriage Leave procedure.

2. Scope

- 2.1 It is the policy of the University of Limerick to introduce and fully implement Marriage Leave permitted by the Minister for Public Expenditure and Reform having regard to the University's operational requirements.

3. Entitlement to Marriage Leave

- 3.1 5 days special leave with pay at the time of marriage.
- 3.2 The overall total between annual leave and marriage leave cannot exceed 27 days pro-rata in the leave year in which the marriage takes place.
- 3.3 The Annual Leave Procedure lists specific grades with a current annual leave entitlement under 27 days that may apply for this leave type, subject to the necessary approvals.

4. Minimum Service Requirement

- 4.1 An employee must have at least one year's continuous service with the University before being entitled to take Marriage Leave.

5. Manner in which Marriage Leave may be Taken

- 5.1 The marriage leave can only be taken at the time of marriage.

6. Application for Marriage Leave

- 6.1 An employee wishing to avail of Marriage Leave must give written notice of their intention to take Marriage Leave by submitting the Absence/Leave Application Form **no later than 6 weeks before** the proposed commencement of the leave. The notice must include the following details:

- The date on which the employee intends to commence leave;
- The duration of the leave noting the allowance permitted;
- The employee's signature; and,
- The Manager/Head of Departments signature.

However, the University, at its discretion, may waive all or part of the notification.

- 6.2 The University will require the employee to provide evidence of their entitlement to Marriage Leave (e.g. formal confirmation of the planned marriage).

7. Confirmation of Marriage Leave

- 7.1 On completion of the Absence/Leave Application form it should be returned to Human Resources so that a letter of confirmation will issue prior to commencement of the leave.
- 7.2 Once the Absence/Leave Application form has been signed by both parties it cannot be altered unless both parties agree.
- 7.3 An employee may revoke **in writing** their notice of intention to take Marriage Leave at any time before the confirmation document is signed.

8. Termination of Marriage Leave

- 8.1 Marriage Leave must only be used for the purpose it is intended. The University may terminate the leave if there are reasonable grounds to believe that it is being used for a purpose other than approved.
- 8.2 Before terminating the leave the University will notify the employee in writing of its intention to do so and will invite the employee to make whatever representations they may deem necessary on the matter within 7 days. The University is obliged to consider the employee's submission before deciding whether or not to terminate the leave.

9. Refusal to Grant Marriage Leave

- 9.1 The University may refuse in writing to grant Marriage Leave if there are reasonable grounds to believe that the employee is not entitled to such leave.
- 9.2 The employee may make representations on the matter within 7 days of the refusal and the University will consider the employee's submission, giving reasons for the refusal.

10. Return to Work

- 10.1 An employee is entitled to return to work at the end of the period of Marriage Leave in the job held immediately prior to the leave or to their normal job as soon as is practicable, under the same contract, terms and conditions of employment.

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